|  |  |  |
| --- | --- | --- |
| **Role\*** | **Responsibilities** | **Team Member Assigned\*\*** |
| Facilitator | Creates an agenda and leads the team through a discussion for each planned item. |  |
| Time Keeper and Redirector | Ensures that the team uses its time wisely and sticks to the allotted time for each agenda item. Redirects the conversation if it goes off task. |  |
| Data Manager | Shares data with team weekly (e.g., dashboard reports, observation data, survey results, etc.). Leads the team through a discussion about the implications of the data and guides the team to identify next steps. |  |
| Note Taker | Ensures that conversations, decisions, and next steps are accurately recorded. Begins the process of developing the next agenda. |  |
| Communicator | Reports out the team’s progress and next steps to the larger school community. Sends reminders for next meeting. |  |
| Truth teller | Ensures that the team is realistic in its observations and expectations. |  |
| Snack Provider | Brings a snack for the team. |  |
| Substitute | Takes on the role of a member who is absent. |  |

**TOOL: Defining Team Member Roles and Responsibilities**

\*Note: Roles may remain constant or rotate from meeting to meeting.

\*\*Note: In addition to their responsibilities described in this *Guide*, the team lead and administrator may take their turn being responsible for any of the roles listed above.

**Collaborating closely with out-of-school time partners?** See the [OST-enhanced version of this tool](http://schoolguide.casel.org/uploads/2019/01/tool-sample-planning-tools-for-defining-team-member-roles-and-responsibilities-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links).

([http://bit.ly/2KYaKzP](http://schoolguide.casel.org/uploads/2019/01/tool-sample-planning-tools-for-defining-team-member-roles-and-responsibilities-OST.docx?utm_source=Resources-OST&utm_medium=Download&utm_campaign=OST_Links))